REVISION HISTORY

REV	Description of Change	Author	Effective Date
-	Initial release	P. Vasquez	1/26/99
A	Administrative changes made to reflect updates to Postdoc	J. Hendrickson	6/10/99
B	Added form in form section	P. Vasquez	3/9/01

REFERENCE DOCUMENTS

Document Number	Document Title
53.ARC.0000	Ames Research Center Quality Manual, Section 4.5
53.ARC.0005	Document and Data Control
53.ARC.0005.1	Document and Data Control Work Instruction for DCAs
53.ARC.0005.2	Creation of Quality System Procedures and Instructions
53.I.0001	Code I Management Responsibility and Authority for Quality System Effectiveness

Documents referenced in this procedure are applicable to the extent specified herein.

1. Purpose

This work instruction identifies how the Code I Document Control Administrator (DCA) controls Quality System documents and data, Document Control Requests (DCRs), and the Master List in accordance with the Ames Research Center (ARC) Quality Manual, 53.ARC.0005, and 53.ARC.0005.1.

2. Scope

This work instruction applies to the control of documents and data pertaining to the Code I Quality System. It includes Directorate, Division, and Branch-level procedures and associated forms.

3. Definitions and Acronyms

3.1. Administrative Change   Any clerical change to a document which does not impact its basic intent

3.2.	Data	Quality System information used to control the processes that affect the final product (e.g. reference values, benchmarks)
3.3.	Document	Quality System procedure, work instruction, manual, or associated form which is used to control the processes that affect the quality of the final product
3.4.	Document Change Request (DCR)	Form used to create or change a document (ARC 760)
3.5.	Document Control Administrator (DCA)	Person responsible at any organizational level for control of documents and data that affect only that organization
3.6.	ISO Code I Notification	Postdoc group name for Code I distribution list
3.7.	Master List	List which identifies the Quality System documents and data and includes current revision status
3.8.	Postdoc	Multi-user, web-based application primarily for the storage and retrieval of documents, be they word processing documents, spreadsheets, slides, illustrations, images, video, audio, software archives, or others
3.9.	Responsible Manager	Person having the responsibility and authority to accomplish/implement a specific activity or process (includes organizational line managers, project managers, etc.)

4. Flowchart

There is no flowchart required for this document.

5. Responsibilities

5.1. The **Code I DCA** shall:

- process, control, and coordinate new or revised documents and data, including the tracking, status, maintenance, and distribution of information relating to all controlled documents and data comprising the Code I Quality System, in accordance with 53.ARC.0005 and 53.ARC.0005.1.

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- control the *ISO Code I Notification* group in Postdoc and keep the Responsible Manager list up-to-date by coordinating with the Code I ISO 9001 Implementation Project Manager.

6. Procedure

6.1. Receiving a DCR Package from the Responsible Manager

6.1.1. The DCA shall log the DCR in the DCR log located in the computer desktop folder *Log Sheets* under file name *DCR Log* by filling out the DCR number, organizational code, revision number, document title, date received, and action/status.

6.1.2. The DCA shall check the proposed document/data for completeness (i.e. format, change bars, document numbers, revision control, etc.), if appropriate.

6.1.2.1. A new document number is provided to the Originator by the appropriate DCA. Once a document number has been assigned and the document approved and placed on the Master List, the document number cannot be re-issued. When a document is cancelled, the cancellation is indicated on the Master List with the cancellation date.

6.1.2.2. The initial release of a document shall be revision "–". Successive revisions are depicted by a revision letter appended to the document number. Successive revisions to documents shall use the next sequential letter.

6.1.3. If the DCR is rejected, the DCA shall:

6.1.3.1. Return the DCR package to the Originator, identifying insufficient information, or cancel the DCR (cancellation only requires the initials of the Responsible Manager and the date the DCR was cancelled).

6.1.3.2. Update action/status on the DCR log.

6.1.3.3. File a copy of the DCR (see section below on Filing).

6.1.4. If the DCR is accepted, the DCA shall:

6.1.4.1. Incorporate administrative changes, incorporate as written, or incorporate with minor changes.

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6.1.4.2. Coordinate with the Code I Technical Writer for format completeness in accordance with 53.ARC.0005.2.

6.1.5. The Code I Technical Writer shall:

6.1.5.1. Verify, create, or modify an electronic version of the document/data in accordance with Appendix II of 53.ARC.0005.2.

6.1.5.2. Return an electronic version of the document/data and, if applicable, the DCR package to the DCA.

6.2. Processing a DCR Package

6.2.1. The DCA shall review the document/data received from the Code I Technical Writer for completeness.

6.2.2. The DCA shall revise the Master List. To revise the Master List:

6.2.2.1. Launch Postdoc and login.

6.2.2.2. Open folder *Ames Research Center*, then folder *ISO Ames Research Center*.

6.2.2.3. Open the Excel version of the Master List.

6.2.2.4. Return to Postdoc.

6.2.2.5. Click on the pencil icon under the Master List.

6.2.2.6. Click on the *Check-Out* button.

6.2.2.7. Return to Excel and make changes to the Master List.

6.2.2.8. Save the Master List Excel file on the computer desktop.

6.2.2.9. Return to Postdoc.

6.2.2.10. Click on the pencil icon under the Master List.

6.2.2.11. Click on the *Browse* button and find the revised Master List on the computer desktop.

6.2.2.12. Click on the *Revise* button. This will automatically cancel

the check-out and post the revised Master List to the appropriate website(s).

6.2.3. The DCA shall post the new or revised document/data on Postdoc. To post the document/data:

6.2.3.1. Launch Postdoc and login.

6.2.3.2. Open folder *Ames Research Center*, then folder *ISO Ames Research Center*, then folder *Code I*, then folder *approved procedures*, then the appropriate Directorate or Division-level folder.

6.2.3.3. To revise an existing document/data:

6.2.3.3.1. Click on the pencil icon under the appropriate document/data.
6.2.3.3.2. Click on the *Browse* button and find the revised document/data on the computer desktop.
6.2.3.3.3. Click on the *Revise* button. This will automatically post the revised document/data to the Code I ISO 9000 website and keep the current item as an earlier revision.

6.2.3.4. To post a new document/data:

6.2.3.4.1. Click on *Add* in the menu bar to the right of the document area. Choose the position and type of item to be added. Click on the *Add Item* button.
6.2.3.4.2. Fill in document/data information:
- Document Name: This is how you want the name of the document/data to appear in Postdoc folder views. Up to 80 characters including spaces can be used. Filename extensions should not be used.
- File Name: This is the full name of the file located on the computer desktop. Click on the *Browse* button to find it.
- File Type: From the list, choose the application type of the document/data being posted.

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- Description: This is typically the document number and revision level.

6.2.3.4.3. Click on the *Add* button. This will automatically post the document/data in Postdoc.

6.2.4. The DCA shall ensure that appropriate DCAs or affected staff members are subscribers to the document/data. This ensures that an e-mail message is automatically sent out to the correct persons for notification of new or changed documents or data. The Postdoc group name for this distribution list is *ISO Code I Notification.* To add the *ISO Code I Notification* group to a document/data for automatic notification:

6.2.4.1. Click on the information icon under the appropriate document/data.

6.2.4.2. Under *Add existing group*, type *ISO Code I Notification* and click on the *Find* button.

6.2.4.3. Click on the box which is to the left of the group nickname and under the "S", and then click on the *Add Group* button.

6.2.5. The DCA shall move older versions of both electronic copy and hardcopy to the appropriate history file.

6.2.5.1. To remove a document/data from Postdoc, click on *Delete* in the menu bar to the right of the document area. Choose the item to be deleted. Click on the *Delete Selected* button.

6.2.5.2. Electronic copies of obsolete/cancelled document/data are marked with "OBSOLETE/REFERENCE ONLY" in the footer and are kept in the computer desktop folder *Cancelled Documents*.

6.2.5.3. Hardcopies of obsolete/cancelled document/data are marked "OBSOLETE/REFERENCE ONLY" and filed in the file cabinet *Cancelled Files*.

6.2.5.4. For DCR packages of obsolete or cancelled documents or data, the DCA shall coordinate disposition with the ARC Records Manager Officer (RMO).

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6.3. Updating/Checking the Code I ISO 9000 Website

6.3.1. The Code I DCA shall review the Code I ISO 9000 website to verify that the Master List, PDF files, and Word documents are correct and up-to-date.

6.3.2. Requests for changes to the Code I ISO 9000 website shall be forwarded to the Centerwide DCA (CWDCA) via e-mail or handwritten means. The CWDCA will discuss the changes with the ISO Project Manager or designee to determine acceptance and direction and then implement accordingly.

6.4. Filing (i.e. DCR, original document, supporting material, signature evidence, history document, etc.)

6.4.1. If the DCR form is a softcopy, the DCA shall print out a hardcopy of the form and file it as noted below and file the softcopy in the computer desktop folder *Forms*, with the filename *DCR–xxx* (xxx being the DCR number).

6.4.2. If the DCR form is a hardcopy, the DCA shall file it and its supporting materials in numerical order by DCR log number in the file cabinet *DCR Forms*, in the file folder *DCRs*.

6.4.3. The DCA shall file softcopy versions of documents or data in the desktop folder *Code I Procedures*, with the filename being the document number.

6.5. Controlling External Documents

Control of external documents is documented in 53.I.0001.

7. Metrics

There are no metrics required for this document.

8. Quality Records

There are no Quality Records required for this document.

9. Form(s)

Form Number	Title
ARC 760	Document Change Request